

The Leesburg Planning Commission met on Thursday October 2, 2003 in the Council Chambers at 25 West Market Street, Leesburg, Virginia. Staff members present for the meeting were Susan Swift, Lee Phillips, John Johnson, Charlie Mumaw, Brian Boucher and Linda DeFranco.

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE AND ROLL CALL

Present: Vice Chairman Clem
 Commissioner Bangert
 Mayor Umstattd
 Commissioner Hoovler
 Commissioner Kennedy
 Commissioner Werner

Absent: Chairman Vaughan
 Commissioner Dubé

ADOPTION OF THE AGENDA

Commissioner Kennedy made a motion to approve the agenda.

Motion: Kennedy
Second: Hoovler
Carried: 5-0

ADOPTION OF THE MINUTES

Commissioner Kennedy made a motion to approve the minutes from the August 21, 2003 meeting, the August 28, 2003 Special Meeting, and the September 4, 2003 meeting.

Motion: Kennedy
Second: Bangert
Carried: 5-0

REMARKS BY PETITIONERS

None

BUSINESS PRESENTATION

Katie Hammler, Chair of the Marketing Committee for the Leesburg Economic Development Council gave a presentation on the Business Development Strategy. Ms. Hammler emphasized that both town and county officials need to work together to successfully implement the Plan. Currently there is a parking study underway, the Wayfinding sign system is in place, tourism marketing materials are being unified, a Resource Center is planned in the Town Hall expansion and a new Visitor brochure is under development. Ms. Hammler asked the Commission to gather input from citizens with the emphasis on Economic Development and Streetscape improvements. She asked that a joint committee be established which would incorporate two Planning Commission members, along with two Economic Development people and a staff member.

Commissioner Kennedy thanked Ms. Hammler and Karen Jones for their hard work and commitment to this project

Commissioner Bangert asked for clarification on how many Planning Commission members should be involved and how large the committee might be. Ms. Hammler stated that the group should be limited to 5 people.

Mayor Umstattd mentioned the Call to the Arts program scheduled for October 18. This is a juried art show that will be held on the Courthouse Green.

Commissioner Werner asked that the Rotary Clubs be added to the supporters of this plan, she went on to request that the Historic District Residents' Association be kept up front during this process. Will there be meetings with businesses within the Historic District. Susan Swift mentioned that they are being planned. Hometown Downtown theme is important, what is in the pipeline to improve this?

Hammler responded that the Leesburg Loyalty Program, along with strong business support are two items they are working toward.

Commissioner Bangert mentioned the timing of meetings with regard to EDC meetings and the LEDC meetings.

Commissioner Bangert moved that two Planning Commission Members be appointed to this committee, to be named at a later date.

Commissioner Kennedy Seconded

ACTION: Approved 5-0

PUBLIC HEARINGS

None

SUBDIVISION AND LAND DEVELOPMENT

Catoctin Circle Center – First Submission Briefing – John Johnston, Senior Planner

Mr. Johnston gave a presentation on the application. Some of the issues on the initial plan were location of the restaurant, buffers and screening, and pedestrian and vehicular connectivity. He went on to state that the applicant had come back with variations of the initial plan which presented some options that worked better at the location.

Mr. Bob Woodruff, representing the applicant, addressed the modifications being considered, the transportation issues and the final design issues that were being undertaken. He was pleased to hear of the Business Development Strategy and feels that this development fits well within the concept of the Main Street feel that they are trying to create.

The Urban Designer from Smith Group of Washington, DC talked about the refinements done to the plan and the concept of providing a gathering place for residents and shoppers in Leesburg. She explained how the redesign of street and sidewalk width would impact pedestrian/vehicle use.

Commissioner Hoovler stated that he liked the Gazebo in the front of the parcel, but said that all in all the site plan was better. He questioned whether a traffic study had been completed and if contact had been made with the residents on Edwards Ferry Road.

Mayor Umstattd said that she also liked the Gazebo in the front of the parcel, and suggested that maybe a water feature be put back into the plan. There is great importance for the pedestrian way. She then asked Planning Department Staff to think about why the underground parking would need special exception rulings. Consider an amendment to the Zoning Ordinance that addresses underground parking.

Commissioner Werner advocates the underground parking, would like to see new green space added and liked the streetscape considerations. Will this require BAR review? Staff stated that it does not fall within the H-2 corridor.

Commissioner Kennedy, referring to a handout he received, stated that he couldn't tell what type of architecture is being proposed. With regard to underground parking, he suggested that the Planning Commission not move too quickly on amendments to the Zoning Ordinance. He liked the new design and the maximum number of buildings, stating that buildings were really more important than the Gazebo. The access road and entrance exit areas will be extremely important to this application.

Paul Draisey, representing Burke Company, spoke on behalf of the application. Mr. Draisey made it clear that the staff was very business friendly in handling this application. He also mentioned that the Economic Development staff is working hand in hand with the development community and staff on the future of Leesburg.

Panera Bread – Action Item – Lee Phillips, Chief of Current Planning

Mr. Phillips gave an overview of the modifications that had been made to the plans for Panera Bread. He stated that all departments are recommending conditional approval.

Louise Wicker of William H. Gordon was present on behalf of the applicant to answer any questions. There were no questions.

Commissioner Werner asked about the HVAC equipment. Mr. Wicker responded that proper screening had been incorporated into the plan.

Commissioner Werner moved that the Planning Commission approve the above referenced preliminary final development plan .

Seconded by Commissioner Hoover

Action: Motion carried 4-0 with Mr. Kennedy absent during vote.

ZONING

SE 2003-03 – Mobil Car Wash – Brian Boucher, Zoning Administrator

Mr. Boucher updated the Commission on the application.

Vice Chairman Clem asked if all punchlist items had been addressed and stated that he was pleased that this had progressed as quickly as it has, allowing the applicant to proceed.

Commissioner Kennedy moved that the Planning Commission recommend to the Town Council SE 2003-03, Mobil Car Wash, be approved based on the eight conditions we have before us in a letter dated September 2, 2003.

Commissioner Bangert seconded the motion.

Action: Approved 5-0

Vice Chairman Clem wished this family owned business much success in their new endeavor.

COMPREHENSIVE PLANNING

Susan Swift asked if there were any questions on the items that were in the report provided which summarizes the results of the Environmental Visioning Session. She went on to mention that joint meetings between several commissions will occur and a series of reports will be generated after the holidays.

Vice Chairman Clem thanked staff.

Ms. Swift talked about the upcoming Transportation Vision Session on October 4.

She asked that the Commission provide some input and ideas for the Urban Growth Area Session with relation to town/county. Are there specific discussion items and areas of interest that should be included? Vice Chairman Clem stated that the Commission would respond to the Staff in the near future.

STAFF AND COMMITTEE REPORTS

Council Report – Mayor Umstattd reported on information compiled by Calvin Grow on the Battlefield Parkway and Crosstrails/Russell Branch. She recommended that everyone review a copy of this. The information contained specific funding information,

Commissioner Hoovler suggested that all Planning Commission members be sent a copy of this.

Commissioner Kennedy suggested that all reports be sent electronically.

There were no other Committee reports.

OLD BUSINESS

Commissioner Bangert thanked John Johnston and Susan Swift for arranging the APA presentation put on October 1. The next one will be on December 3.

NEW BUSINESS

Commissioner Bangert asked Karen Jones to please set out a schedule for the joint Committee meetings. She also asked if there would be a retreat to go over all Visioning session comments. Susan Swift said it would probably be a series of meetings once staff has compiled the information.

Susan Swift also told the Commission that Zoning Inspectors were doing surprise visits on Saturdays with regard to signs. There are no citations being issued, just reminders of the sign regulations to make the businesses aware of them. She also said that the new Senior Planner would begin his duties on October 8.

Vice Chairman Clem warned that this should be done with great caution.

Susan Swift said that this was a result of several complaints and reiterated that it was being done in a business friendly manner.

ADJOURNMENT

The meeting adjourned at 8:54pm.

PREPARED BY

APPROVED BY

Linda DeFranco, Commission Clerk

James Clem, Vice Chairman